

## CHAPTER 22. INTEGRATED AIRMAN CERTIFICATION AND/OR RATING APPLICATION (IACRA) PROCESS

### SECTION 1. BACKGROUND

**1. OBJECTIVE.** To use the IACRA web site to complete the airman certification process. This chapter provides guidance on using the Internet version of Federal Aviation Administration (FAA) Form 8710-1, Airman Certification and/or Rating Application. Successful completion of this task results in correctly completed certification documents and the appropriate exercise of the examiner's authority.

**2. GENERAL.** IACRA is a web-based program that automates the airman certification process and electronically captures and validates the information required to complete the application and temporary airman certificate. The application is accessible over the Internet and integrates multiple FAA data mart data with IACRA. The IACRA process provides the following benefits to the examiner:

(1) Assigns FAA Tracking Number (FTN) to all registered users.

(2) Provides immediate validation checks of information entered on the application which eliminates errors and validates data.

(3) Speeds up the application process by sending applications electronically to the Civil Aviation Registry, AFS-700, in Oklahoma City.

(4) Provides the ability to sign the application using digital signature, allowing the certification process to function in a paperless environment as mandated by the Government Paperwork Elimination Act.

(5) Provides continuous access to the latest web-based version of IACRA for registered users. This eliminates the time and expense of distributing IACRA Compact Disks with updates.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires current designation as a DPE, at least a third-class medical certificate except for balloon or glider, knowledge of 14 CFR part 61 and all applicable PTS, and may require authorization as an NDPE/FEER examiner.

*B. Coordination.* This task may require coordination with an aviation safety inspector (ASI) (Operations).

### 2. REFERENCES, FORMS, AND JOB AIDS

*A. References.*

- Title 14 CFR part 61
- All applicable Practical Test Standards

*B. Forms (Automatically produced by IACRA software).*

- FAA Form 8710-1, Airman Certificate and/or Rating Application
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application

*C. Job Aids.*

- See the IACRA web site shown below for the latest news, Frequently Asked Questions, and on-line help.

### 3. PROCEDURES.

*A.* The applicant completes FAA Form 8710-1 on the IACRA web site at <http://acra.faa.gov/iacra>.

*B.* When required, the Recommending Instructor (RI) reviews the applicant's FAA Form 8710-1 on IACRA web site. The RI digitally signs application.

(1) The RI/Applicant schedules an exam with the Certifying Officer (CO).

**NOTE: IACRA defines a CO as a designated pilot examiner, ASI, or aviation safety technician.**

(2) At appointment, the CO checks the applicant ID to verify identity.

(3) The CO logs on the IACRA web site and selects applicant's information. The CO reviews the application.

(4) The applicant logs on the IACRA (through the CO's login) and digitally signs application.

(5) The applicant takes a practical test with the CO.

(6) The CO logs back onto IACRA, retrieves the application and reviews it for errors before digitally signing. A results document is generated.

(7) The signed, approved application and data are sent to AFS-700 electronically.

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